

**LETTER OF INTENT
TO IMPLEMENT THE INTEGRATING FAMILY SERVICES MODEL**

Note to regions from the IFS Management Team: This sample Letter of Intent corresponds to step #5 in the document entitled “IFS Regional Readiness Guidance and Tracking.” It was prepared for your use when your IFS Regional Governance Team reaches this step. Should your region desire technical assistance or have any questions about your letter of intent, contact Carol Maloney, Director of Systems Integration, at Carol.Maloney@state.vt.us or (802) 279-6677.

.....

The Integrating Family Services (IFS) Regional Governance Team in [region’s name] is ready to begin the steps, as outlined in the document entitled *IFS Regional Readiness Guidance and Tracking*, toward implementation of the Integrating Family Services model in the [region’s name.]

The individuals signing below are prepared to enter into preliminary contract negotiations with the Vermont Agency of Human Services (AHS) with the intent of signing a grant/contract between AHS and the [region’s proposed fiscal agent]. The IFS grant/contract lay out the primary expectations, roles and responsibilities associated with becoming an IFS implementer. However, signing this Letter of Intent does not obligate the signatories below to sign a grant/contract with AHS for the purpose of implementing the IFS model.

On behalf of the IFS Regional Governance Team members listed below, the [region’s proposed fiscal agent] intends to sign a contract with AHS if (1) an acceptable agreement can be reached between the IFS Regional Governance Team members listed below and AHS and (2) the [region’s proposed fiscal agent] is awarded a grant/contract to implement the IFS model.

Instructions from the IFS Management Team

- *Please ensure that the first signatory is a representative of the proposed fiscal agent. This Letter of Agreement will be signed by an AHS representative and returned to that individual acting on behalf of the IFS Regional Governance Team in your region.*
- *Email your completed Letter of Intent to Carol Maloney, Director of Systems Integration, at Carol.Maloney@state.vt.us.*

Signature	Printed Name	Organization/Agency

Signature	Printed Name	Organization/Agency

I hereby acknowledge receipt of [region’s] signed Letter of Intent:

AHS Secretary—Signature

AHS Secretary—Printed Name

Title

Date